

~~SECRET~~ CONFIDENTIAL

21 November 1956

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report #47
15 November through 21 November 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Intelligence Orientation

Eighty-two students have so far been enrolled in Intelligence Orientation #4, which will begin on Monday, 26 November.

b. Instructional Techniques

(1) Instructor Training #23 was completed by 8 students on Monday, 19 November.

(2) The Records Mechanization course for DD/P personnel will start on 26 November. Nineteen students are enrolled.

c. Administrative Training

Mrs [] rotation to SE has begun and Miss [] has assumed her duties as Acting Chief, Administrative Training.

d. Intelligence Training

Nothing to report.

25 YEAR RE-REVIEW

e. Reading Improvement

(1) [] will attend the Sixth Annual Southwest Reading Conference at Texas Christian University on 7 and 8 December.

(2) Students who completed the special TSS Reading Improvement were retested this week. Results showed satisfactory retention of skill gains.

~~SECRET~~

CONFIDENTIAL

~~SECRET~~

~~CONFIDENTIAL~~

f. Clerical Training

(1) During the week of 13 November there were 68 people in Clerical Induction Training and 30 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 13 November were as follows: Of 6 people tested in shorthand, 1 qualified; of 9 people tested in typewriting, 5 qualified.

(3) Clerical Refresher #64 began on Monday, 19 November, with 51 students enrolled from the following Agency components: DD/P, 15; DD/S, 20; and DD/I, 14.

(4) Arrangements have been made for Miss Dorothy Dockerman, Training Officer from USIA, to audit the Gregg Shorthand Theory Review class in Clerical Refresher Training. The class is held 1½ hours daily for a period of four weeks.

(5) Clerical Training has secured the services of Miss Margaret Duane, Educational Representative from IBM, for a special "training clinic" in the use of the IBM Executive Typewriter. Miss Duane will conduct two training sessions in Alcott Hall, the first of which is scheduled for 17 December.

(6) Clerical Refresher is providing tutorial typewriting training for Mr. [] 13-30 November.

25X1

(7) During the 18 weeks since the middle of July the number of trainees in Clerical Orientation has averaged 32 people each week. However, there was an abrupt change last week when there were no trainees eligible for assignment; consequently the course was cancelled. The Personnel Office announced that the numbers will be back to capacity on 27 November.

g. Management Training

(1) Basic Management #29 was concluded on Monday, 19 November. The carryover to Monday was due to Veterans Day.

(2) During the week of 12-16 November, Miss [] held three follow-up meetings of Basic Supervision.

25X1

(3) Basic Supervision #25 for GS 9-11 is scheduled to begin on 26 November. The course was oversubscribed and will proceed with the maximum enrollment of 18.

~~CONFIDENTIAL~~

~~S-E-C-R-E-T~~

h. OTR Orientation Officer

(1) The CIA Introduction was held on 19 November for 63 people.

(2) On Wednesday, 14 November, Mr. [] gave a short talk on "CIA In Action" at the Federal Law Enforcement Agencies' luncheon.

25X1

i. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

III. PERSONNEL NOTES

25X1

a. Mrs. [], on sick leave, expects to return to work on 26 November.

25X1

b. Mrs. [] will be on annual leave 21 November - 2 December.

[]

25X1

Acting Chief, Management Training

~~S-E-C-R-E-T~~